COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT'S SMALL BUSINESS ASSISTANCE PROGRAM COMPLIANCE ADVISORY PANEL –

QUARTERLY MEETING AGENDA- AUGUST 21, 2013

Location: On-site at Metech Recycling http://www.metechrecycling.com/ The facility located at: 500 W

53rd Place, Denver CO 80216, access a Map

Metech Recycling provides secure and environmentally responsible electronics recycling and asset recovery services to small business, manufacturers, distributors, service providers, governmental agencies, educational entities and consumer groups. Metech Recycling is an ISO 9001:2008 and ISO 14001:2004 certified facility and BAN Certified e-Stewards® Recycler

Date/Time: Wednesday, August 21, 2013 from 1:00 p.m. to 3:00 p.m.

<u>Contact:</u> Elizabeth Sapio, Small Business Ombudsman, phone 303-692-2135. <u>elizabeth.sapio@state.co.us</u>

MEETING AGENDA

1:00 Introductions CAP members, CDPHE staff
Mary Jo Lockbaum, Metech Recycling

Tour of Metech Recycling facility and question/answer session

2:00 Old Business

Review/Approve meeting minutes from June 5, 2013 CAP Quarterly Meeting

- 2:10 New Business- Begin working meeting approach
 - Thank you to Ben
 - Discuss questions/comments related to NCAP, SBO, Generator Assistance Program (GAP) or SBAP Updates provided prior to meeting
 - Working Activities
 - o Revise Small Business Checklist?
 - o Suggestions/comments on draft revisions- SBAP Brochure
 - Upcoming subcommittee meetings
 - Virtual Trade Show
 - Upcoming Presentations and Workshops/Dates to add to calendar
- 2:50 Next Quarterly CAP Meeting
 - November 20, 2013
- 3:00 Adjourn